



The Company New Hire **Week 1** Onboarding Agenda

Date: _____ Employee Name: _____ Role Software Engineer

Note: All times are in Eastern Time (ET)

Week 1: Virtual Orientation, Environment Setup & Codebase Intro

Monday: Setup, Orientation & Engineering Culture

This day focuses on setting the foundation, covering company culture, system access, and an introduction to the engineering tech stack.

Agenda	Time	Details	Trainer
Welcome to The Company!	9:00-10:30	Welcome to The Company!! Company Overview, Mission & Values, Tech Systems Overview	Corporate Training Team
Team Intros	10:30-11:00	Meet the Team! Introduction to Product Owners and Scrum Masters.	Engineering Manager

The Company New Hire Orientation E-Learning	11:00-12:00	The Company New Hire Orientation • Intro to The Company • Slack Basics & Channels • VPN & security tokens • Expensify & Benefits	Complete in LMS at The Company University
Lunch	12:00-1:00	Lunch Break	
Intro to the Tech Stack	1:00-2:00	The Company Stack! Where it all starts. Review of our front-end frameworks, back-end architecture, and database structure.	Lead Architect
Agile & Scrum at DevCore	2:00-2:30	How we Ship Code! Take notes from the Agile coaches on sprints, stand-ups, and how to ship like a pro.	Agile Coach
Intro to DevOps Team	2:30-3:00	Quick intro to the DevOps/SRE team and infrastructure support!	DevOps Lead
New Hire Compliance	3:00-4:00	Complete Compliance Learning Plan Courses:	Complete in LMS at The Company University

		• <i>Data Privacy</i> • <i>Code of Conduct</i>	
Review of the Day!	4:30-5:00 pm	Review the day with your manager!	Engineering Manager

Tuesday: [Environment Setup & Version Control](#)

This day will focus on the development environment tools used by the engineering teams. We'll cover an end-to-end demo of the Git workflow and deployment pipeline.

Agenda	Time	Details	Trainer
Manager Touch Base	9:00-9:30	Morning Touch Base	Engineering Manager
Local Env Setup & LMS Courses	9:30-10:30	Complete the " Dev Environment 101 " and " IDE Configuration " courses prior to the Git demo.	Complete in LMS at The Company University
End-to-End Demo of Git Workflow (ILT)	10:30-12:00	Version Control & Branching. Will walk through a pull request from feature branch to merge. Review code standards.	Senior Dev

Lunch	12:00-1:00	Lunch Break	
Sandbox Practice	1:00-2:30	Slack Cohort Channel will be open for any questions while new hires complete hands-on repo cloning and local builds.	Asynchronous
Intro to Product Team	2:30-3:00	Learn about our Product roadmap and how we collaborate with designers.	Product Manager
Intro to QA Team!	3:00-3:30 pm	Let's meet the QA team! We'll learn how we manage bugs, test automation, and collaborate on releases!	QA Lead
Intro to Architecture	3:30-4:00 pm	System Design Overview. Reviewing microservices and API gateways.	Staff Engineer
Compliance E-Learning	4:00-4:30 PM	Complete any remaining Compliance Courses	Complete in LMS at The Company University

Review of Day	4:30-5:00 PM	Review day with Manager	Engineering Manager
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Wednesday: [Jira, Tickets & CI/CD Basics](#)

Today we'll examine the Agile workflow, focusing on Jira ticket management and an overview of the CI/CD automation pipelines.

Agenda	Time	Details	Trainer
Manager Touch Base	9:00-9:30 am	Morning Touch Base	Engineering Manager
Jira & Ticket Management (ILT)	10:00-12:00	Workflow basics. Commonly used ticket types, navigating the backlog, updating status, and logging time.	Scrum Master
Lunch	12:00-1:00	Lunch Break	
CI/CD Pipelines	1:00-2:00	Continuous Integration Overview. Understanding build agents and automated testing gates.	DevOps Engineer

Documentation & Knowledge Base (ILT)	2:00-3:00	Locate technical docs, API specs, and contribute to the internal Wiki.	Tech Writer
Sandbox Practice	3:00-4:00	Mock Ticket Completion. Locate a bug ticket in the sandbox, create a branch, and push a fix.	Asynchronous
Compliance E-Learning	4:00-4:30 PM	Complete any remaining Compliance Courses	Complete in LMS at The Company University
Review of Day	4:30-5:00 pm	Review day with Manager	Engineering Manager

Thursday. [Testing Strategies & Code Review](#)

Today we'll look at the unit testing procedures and how code reviews are dispatched and completed by the Senior Team

Agenda	Time	Details	Trainer
Manager Touch Base	9:00-9:30 am	Morning Touch Base	Engineering Manager

Unit Testing Frameworks (ILT)	9:30-10:30	Testing Standards Training. Covering unit tests, integration tests, and mocking data.	Senior SDET
Secure Coding Practices (ILT)	10:30-12:00	Review the OWASP Top 10 and internal security protocols.	Security Engineer
Lunch	12:00-1:00	Lunch Break	
Code Review Etiquette (ILT)	1:00-2:00	Review how the team requests code reviews and how to provide constructive feedback.	Team Lead
Sandbox Practice	2:00-3:30	Draft a Pull Request. Slack Cohort Channel will be open for questions while new hires complete hands-on exercises.	Asynchronous
Compliance E-Learning	3:30-4:30 PM	Complete any remaining Compliance Courses	Complete in LMS at The Company University
Review of Day	4:30-5:00 pm	Review day with Manager	Engineering Manager



Friday: [Incident Management & Escalations](#)

This day covers incident management protocols, handling escalations, and finalizing your 30/60/90 day goals with your manager.

Agenda	Time	Details	Trainer
Manager Touchbase	9:00-9:30	Quick manager touch base.	Engineering Manager
On-Call Program Overview (ILT)	9:30-10:00	Incident Management Overview. How we handle outages and P1 issues.	SRE Manager
Compliance E-Learning	10:00-11:00	Complete any remaining Compliance Courses.	Complete in LMS at The Company University
Sandbox Hands-on Exercises	11:00-12:00	Complete hands-on exercises in Jira or Local IDE. Slack Cohort channel open for questions.	Asynchronous
Lunch	12:00-1:00	Lunch Break	
Post-Mortem Process	1:00-2:00	This session will cover how teams manage	Engineering Manager

		retrospectives after incidents.	
Sandbox Hands-on Exercises	2:00-3:00	Finalize setup of local dev environment.	Asynchronous
Compliance E-Learning	3:00-4:00	Complete any remaining Compliance Courses	Complete in LMS at The Company University
Review of Week & 30/60/90 Goals	4:00-5:00	30/60/90 Goals review with Manager	Engineering Manager